

SUSANVILLE CITY COUNCIL
Regular Council Meeting Minutes
WEDNESDAY, OCTOBER 5, 2022 – 4:30 PM

Mayor McCourt called the meeting to order at 4:30 P.M.

Roll Call of Councilmembers Present: Quincy McCourt, Kevin Stafford, Thomas Herrera, Mendy Schuster, Russ Brown

1. APPROVAL OF AGENDA:

Moved by Mendy Schuster; seconded by Thomas Herrera to approve.

Motion Carried: 5 - 0

Voting For: Quincy McCourt, Kevin Stafford, Thomas Herrera, Mendy Schuster, Russ Brown

Voting Against: None

2. PUBLIC COMMENT REGARDING CLOSED SESSION ITEMS (if any): None

3. CLOSED SESSION:

Council convened into closed session at 4:31 P.M.

4. RETURN TO OPEN SESSION:

Council reconvened into open session at 5:09 P.M. Mr. Bridges offered the pledge of allegiance.
Mr. White offered the invocation

Mr. Newton presented direction was provided to staff and no reportable action was taken, noting Council will reconvene in closed session after open session has concluded.

Mayor McCourt offered Fire Prevention Week proclamation.

5. BUSINESS FROM THE FLOOR:

Over 20 members of the public addressed the council with their concerns about marijuana, the cannabis industry and expressed concern about proposed cannabis ordinance.

Robert Tyndall (member of public) suggested the Airport Capital Improvement Plan be presented to City Council in June for review and consideration.

Six members of public asked for consideration of a proclamation declaring the city of Susanville as a sanctuary city for the unborn.

Two employees of Lassen Family Services approached the podium asking for support of Lassen Family Service CASA program and asked for community support in raising awareness for Domestic Violence and asked for the community to wear purple on every Thursday in the month of October.

Gary Bridges (Lassen County Board of Supervisor) thanked Lassen Family Services and thanked the community for their support.

6. CONSENT CALENDAR:

6.A Minutes of the City Council's September 12, 2022, special meeting and September 21, 2022 regular meeting.

Minutes of the City Council's September 12, 2022, special meeting and September 21, 2022 regular meeting.

[220912.cc.spec.min.draft.pdf](#)
[220921.cc.min.draft.pdf](#)

Moved by Mendy Schuster; seconded by Thomas Herrera to approve.

Motion Carried: 5- 0

Voting For: Quincy McCourt, Kevin Stafford, Thomas Herrera, Mendy Schuster, Russ Brown

Voting Against: None

- 6.B Consider **Resolution No. 22-6056**, amending the appendix of designated position of the City of Susanville's Conflict of Interest Code

[22-6056.pdf](#)
[2022 draft Conflict of Interest Code.pdf](#)
[20-5836.pdf](#)

Motion to approve Resolution No. 22-6056, amending the appendix of designated position of the City of Susanville's Conflict of Interest Code

Moved by Mendy Schuster; seconded by Thomas Herrera to approve.

Motion Carried: 5- 0

Voting For: Quincy McCourt, Kevin Stafford, Thomas Herrera, Mendy Schuster, Russ Brown

Voting Against: None

- 6.C Consider **Resolution No. 22-6049**, Supporting the Veterans Day Parade on Friday, November 11, 2022

[22-6049.pdf](#)
[VFW Letter.pdf](#)

Motion to approve Resolution No. 22-6049, supporting Veterans Day Parade on Friday, November 11, 2022.

Moved by Mendy Schuster; seconded by Thomas Herrera to approve.

Motion Carried: 5- 0

Voting For: Quincy McCourt, Kevin Stafford, Thomas Herrera, Mendy Schuster, Russ Brown

Voting Against: None

7. PUBLIC HEARINGS: None

8. COUNCIL DISCUSSION/ANNOUNCEMENTS:

Mayor pro tem Herrera noted his thoughts on cannabis business industry and offered to speak to and meet with members in the community to discuss generating business within our community and discuss ideas.

Councilmember Schuster asked to see documentation about state water reduction statement presented by Mayor pro tem Herrera.

Mayor McCourt offered the Land Acknowledgement Statement and the City of Susanville's Mission Statement.

9. NEW BUSINESS:

- 9.A Vendor and payroll warrants.

[0798_001.pdf](#) [0798_047.pdf](#)

Motion to receive and file.

Moved by Thomas Herrera; seconded by Russ Brown to receive and file.

Motion Carried: 4- 0

Voting For: Quincy McCourt, Kevin Stafford, Thomas Herrera, Russ Brown

Voting Against: None

- 9.B Consider **Resolution No. 22-6051**, designating authorized agents to obtain, execute and file California Governor's Office of Emergency Services applications for the purpose of obtaining federal and state financial assistance for any existing or future grant applications.

[22-6051.pdf](#)

[Cal OES 130.pdf](#)

[CalOES 89 PROJECT ASSURANCES.pdf](#)

Motion to approve Resolution No. 22-6051, designating authorized agents to obtain, execute and file California Governor's Office of Emergency Services applications for the purpose of obtaining federal and state financial assistance for any existing or future grant applications.

Moved by Mendy Schuster; seconded by Thomas Herrera to approve.

Motion Carried: 5- 0

Voting For: Quincy McCourt, Kevin Stafford, Thomas Herrera, Mendy Schuster, Russ Brown

Voting Against: None

- 9.C Presentation and discussion regarding the Susanville Volunteer Fire Department.

Fire Chief James Moore presented Susanville Volunteer Fire Department presentation included in agenda packet and highlighted volunteer fire departments involvement in the community, in community events and highlighted their support to the Susanville Fire Department.

Councilmember Brown inquired how we could increase volunteers. Chief Moore noted that recruitment and retention for the volunteer fire departments is nationally low.

Councilmember Stafford thanked the volunteers.

City Administrator Dan Newton noted a separate agenda item will be brought back for council consideration that could address recruitment and retention concerns.

[SVFD Powerpoint PDF.pdf](#)

- 9.D Consider **Resolution No. 22-6052**, authorizing the Fire Chief to execute an agreement with the California Department of Forestry and Fire Protection for Volunteer Fire Capacity Grant (VFC) Program Agreement #7GF22118 in the amount of \$6,366.65.

Fire Chief James Moore presented Volunteer Fire Capacity (VFC) grant agreement and resolution for council consideration.

[22-6052.pdf](#)

[VFC Agreement 7GF22118.pdf](#)

Motion to approve Resolution No. 22-6052, authorizing the Fire Chief to execute the agreement with California of Forestry and Fire Protection, in the amount not to exceed \$6,366.65 and authorizing the Finance Manager to amend the 2022/2023 budget accordingly.

Moved by Russ Brown; seconded by Thomas Herrera to approve.

Motion Carried: 5- 0

Voting For: Quincy McCourt, Kevin Stafford, Thomas Herrera, Mendy Schuster, Russ Brown

Voting Against: None

9.E Fire Captain recruitment consideration of including a signing bonus.

Direction was provided to staff to include a signing bonus for a Fire Captain Recruitment.

9.F Consider **Resolution No. 22-6053**, approving 2022/2023 budget amendment for the Parks Budget.

Mayor pro tem Herrera noted that he has spoken with community about the concern of the playground and did see that this concern had been reported to the Susanville Click&Fix app and supported the repairs.

[22-6053 Budget Increase Resolution](#)

Motion to approve Resolution No. 22-6053, approving 2022/2023 budget amendment for the Parks Budget.

Moved by Mendy Schuster; seconded by Thomas Herrera to approve.

Motion Carried: 5- 0

Voting For: Quincy McCourt, Kevin Stafford, Thomas Herrera, Mendy Schuster, Russ Brown

Voting Against: None

9.G Consider **Resolution No. 22-6054**, authorizing submittal of application(s) for all CalRecycle Grants for which the city of Susanville is eligible and authorizing the Public Works Director to execute CalRecycle grant documents and related agreements and payment requests

Melanie Westbrook inquired about the Ranch Park bathroom; Mayor McCourt responded that facility is located within the county.

[22-6054.pdf](#)

[16-5294.pdf](#)

Motion to approve Resolution No. 22-6054, authorizing submittal of application(s) for all CalRecycle Grants for which the city of Susanville is eligible and authorizing the Public Works Director to execute CalRecycle grant documents and related agreements and payment requests.

Moved by Mendy Schuster; seconded by Kevin Stafford to approve.

Motion Carried: 5- 0

Voting For: Quincy McCourt, Kevin Stafford, Thomas Herrera, Mendy Schuster, Russ Brown

Voting Against: None

9.H Consider **Resolution No. 22-6055**, authorizing the Chief of Police to execute standard agreement with the State of California Office of Traffic Safety and accepting \$50,000 in grant funding from the Selective Traffic Enforcement Program (STEP)

Mayor McCourt asked if the public outreach within the grant city had limitations, and asked if an educational outreach could be conducted for sidewalk safety.

Maria Fregulia (member of the public) inquired about what the second approach of traffic enforcement operations was addressing. Chief Cochran noted that increase of officer presence dedicated to traffic enforcement would take place.

Councilmember Stafford inquired how we could involve additional streets. Chief Cochran noted that a traffic survey needed to be completed to use radar, however traffic stop enforcement could take place without the study.

[22-6055.pdf](#)
[STEP Grant Agreement.pdf](#)

Motion to approve Resolution No. 22-6055, authorizing the Chief of Police to execute standard agreement with the State of California Office of Traffic Safety and accepting \$50,000 in grant funding from the Selective Traffic Enforcement Program (STEP)

Moved by Thomas Herrera; seconded by Mendy Schuster to approve.

Motion Carried: 5- 0

Voting For: Quincy McCourt, Kevin Stafford, Thomas Herrera, Mendy Schuster, Russ Brown

Voting Against: None

9.I Discussion regarding Permanent Local Housing Allocation Direction to staff

Councilmember Stafford inquired about the homeless population and if there was a need for a fulltime dedicated staff person. Mr. Newton noted that this staff member could also assist with in place city housing programs and did not know the homeless population.

Mayor McCourt noted additional scopes of work that could be addressed with an additional staff member.

Councilmember Schuster inquired about the support of the additional staff member at the Police Department, Chief Cochran noted that he thought the position would be a great addition.

Councilmember Brown noted that more manpower was always preferable.

Councilmember Stafford noted he would like to see the job description for the position.

Councilmember Schuster asked if this additional staff member could support the Susanville Fire Department. Mr. Newton noted that a Community Services Officer could support all departments.

Maria (member of the public) noted there were other eligible uses of funds and differing activities to consider if a fulltime staff member was not necessary.

Lance (member of the public) Consider grant restrictions of employee eligible activities and consider need of community service officer as crime increases.

10. **SUSANVILLE COMMUNITY REDEVELOPMENT AGENCY:**

11. **SUSANVILLE MUNICIPAL ENERGY CORPORATION:**

12. **CONTINUING BUSINESS:**

12.A Discussion regarding the Community Development Block Grant (CDBG) CV 2/3 Memorial Park Restroom Facility Renovation Project

Mayor pre tem Herrera noted that the bathrooms at Fruitgrower's Park were also in need of repair.

Lance (member of the public) asked if there were difficulties getting the money to the businesses from the grant. Mr. Newton responded that the difficulties occurred in obtaining loan underwriters that were qualified and approved by HCD and lack of staff to properly manage and execute grant activity.

13. CITY ADMINISTRATOR'S REPORTS:

13.A Department Reports

Mr. Newton presented administrative report noting that the Finance Division would be closed to the public on Friday October 7, 2022, for repairs to the utility payment counter. Mr. Newton noted the automated phone payment service is now available to customers 24/7 and provided update that the city's IT services would be coming to City Hall in the upcoming weeks to do an on-site review of the council chambers for improvements to audio and visual equipment.

Police Chief Cochran presented an update on the vehicle crash that occurred at the Police Department, notating thanks to the Public Works for their support in cleaning up and making temporary repairs at the facility.

Bob Godman, Public Works Director presented the annual leaf program was beginning and thanked Lassen County Air Pollution for support of program.

Fire Chief Moore presented information about National Fire Prevention Week activities occurring at Lassen Land and Trail Trust annual event at the Depot on Richmond Road.

14. FUTURE COUNCIL ITEMS:

14.A Future Council Items

[20221005 ITEMS FROM THE PODIUM.pdf](#)

15. ADJOURNMENT: Motion to adjourn at 7:49P.M.

Quincy McCourt, Mayor

Jolene Arredondo, Asst. to the CA

Approved on: October 19, 2022